PRODUCTION JOB DOCUMENTATION & PROCEDURES

August 2001

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1   INTRODUCTION

This document discusses the necessary forms, procedures, and guidelines that must be followed by any program or project that is passing operational control of a production job to the PSB, Information and Communication Services Division (ICSD), Department of Accounting and General Services (DAGS).

The application project manager must develop the operations Production Job Documentation instructions packet for ICSD, Production Services Branch (PSB) personnel. Any packet that does not adhere to the guidelines presented in this document will be returned to the manager of the program or project. The PSB will not handle the operations of a production job if the project or program does not submit an acceptable Operations Production Job Documentation packet.

1.1   SCOPE

The forms identified in this document will be used by the PSB to provide its personnel with the necessary instructions to properly submit, execute, and process an application production job.

The ICSD central computer site has eliminated punched cards as a means of getting job streams, parameters, and data into the host. Any reference to card input or output that may appear on any Operation's Production Job Documentation will be ignored.

1.2   APPLICABILITY

The procedures and guidelines developed in this document must be followed by employees of the Executive Branch of State Government, consultants or contractors of the State, and anyone who will be turning over the submission, processing, and control of application production jobs to the PSB.

1.3   COMMENTS AND SUGGESTIONS

All other State of Hawaii Information Technology Standards documents, reference manuals or users guides mentioned in this document are available through the departmental user agency Data Processing (DP) Coordinator.

Any suggestions, comments, proposals, or recommendations related to the presentation or content of this document must be in writing and sent to:

Department of Accounting and General Services
Information and Communication Services Division

Information Technology Standards

Information and Communication Services Division
Project Planning and Management Office
1151 Punchbowl Street, B-20
Honolulu, Hawaii 96813-3024

2 DUTIES AND RESPONSIBILITIES

To optimize the effectiveness and efficiency of people when production jobs are processed at the PSB, there must be a clear understanding of who is responsible for what piece of information, and when that information must be available.

2.1 AGENCY DP COORDINATOR

The Agency DP Coordinator is the person designated by the agency director to have the authority to grant PSB Scheduling and Control Unit personnel the right to access and process the agency's data processing (DP) information.

The DP Coordinator is responsible for the accuracy and maintenance of the agency's official lists of people who have the agency's authorization to sign job request forms. The DP Coordinator is responsible for the accuracy of:

a.   The "PERSON TO CONTACT" list of people who can recover the agency's abnormally terminated production jobs.

b.   The "LOAD MODULE AUTHORIZATION LIST" for project managers who can authorize the "LOAD MODULE REQUEST" ICSD C-198 form.

c.   The "DELETE OR RELEASE PRODUCTION RESOURCES" ICSD C-177-2 form.

d.   The "PROC/PARM AUTHORIZATION LIST" for project managers who can authorize the "PROC/PARM REQUEST" ICSD C-190 form.

e.   The "JCL AUTHORIZATION LIST" for project managers who can authorize the "JCL MEMBER REQUEST" ICSD C-184 form.

f.   The "PANVALET AUTHORIZATION LIST" for project managers who can authorize the "PANVALET REQUEST I" ICSD A-117 form.

g.   The "PANVALET REQUEST II" ICSD A-146 form.

The DP Coordinator will send the Scheduling and Control Unit an updated list when there are any changes, deletions, or additions to the agency's official lists of project managers and project developers who are authorized to access and update the production job resources. The lists of names and Project Management Systems (PMS) Code must be in order by last-name, first-name, and middle initials.

The DP Coordinator is responsible for sending the "AUTHORIZATION SIGNATURE" cards to the PSB Scheduling and Control Unit for each project manager or project developer in each of the above authorization lists.

2.2   AGENCY/PROJECT SYSTEM DEVELOPER

The System Developer is a programmer or systems analyst assigned to analyze, design, create, test, and maintain the procedural or interpretive computer instructions needed to resolve a user agency's application systems request.

The Agency/Project System Developer is responsible for:

- The content of their production Job Control Language (JCL) procedure members. These members are created, debugged, and tested on the user's TSO (time sharing option) library. These production job JCL members will be transferred from the agency's "ZG.PANDATA" library (or equivalent library) to the ICSD systems computer operation's library for production job scheduling and processing.

- Developing, providing, and maintaining accurate documentation for all production job JCL members processed by PSB personnel.

- Developing, providing, and maintaining accurate documentation for any production restart/recovery procedure to be followed by PSB personnel.

2.3   APPLICATION /USER PROJECT MANAGER

The Application/User Project Manager is a person assigned by an agency director or an ICSD branch or section chief.

The Application/User Project Manager is responsible for:

- Coordinating, directing, and controlling the efforts of agency or project developers in the analysis, design, creation, testing, migration, and

implementation of an agency's computerized data processing application system.

- Gathering and organizing information for the "PERSON TO CONTACT" book that PSB uses when production jobs need to be recovered. The information needed for this book includes:

  a. OS Job Name (must begin with the PMS code)
  b. Name of person to contact (primary and alternates)
  c. Contact persons' day and night phone numbers
  d. Hours when a day or night phone number is used.

- Content of all related operation production job instruction packets that PSB personnel will follow.

3   PRODUCTION JOB PROCESSING PROCEDURES OVERVIEW

The general procedures that must be followed when a requesting user wants to transfer operational production job control to PSB, and when PSB implements the approved production job processes are summarized in the following procedure titled "SUBMITTING AND PROCESSING A PRODUCTION JOB." These procedures will be used by PSB personnel to process and control a production system that is run at the ICSD central computer site.

PROCEDURE: SUBMITTING AND PROCESSING A PRODUCTION JOB

PERSON   ACTIVITY

User Agency Personnel   1. Prepares and assembles the following for PSB according to the established production schedule to process the production job:

                            1a. "WORK REQUEST SHEET" ICSD C-133.

                            1b. Other input media from user, like user tapes, etc.

                            1c. Input documents to be key-entered and the "BATCH SUBMISSION SHEET" ICSD C-100
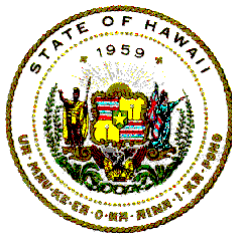
2. Keeps log of jobs submitted to PSB Scheduling & Control Unit.

3. Submits production job input to PSB Scheduling & Control Unit for processing.

Scheduling and
 Control Unit

4. Stamps the date and time when a "WORK REQUEST SHEET" ICSD C-133.

5. Forwards any "BATCH SUBMISSION SHEET" ICSD C-100 and associated input documents to PSB Data Entry.

Data Entry

6. Key-enters and key-verifies data within the established data entry time frame schedule.

7. Runs data transfer system and generates data transfer report.

8. Forwards the "BATCH SUBMISSION (half) SHEET" ICSD C-100-1 to the PSB Scheduling and Control Unit with keyed data transferred to input tapes.

9. Returns input documents to user agency or forwards documents to the PSB Scheduling and Control Unit per instructions on the "KEY-ENTRY INSTRUCTIONS I" SDM-882-A form.

Scheduling and
Control Unit

10. Matches "WORK REQUEST SHEET" ICSD C-133 with input media, and "BATCH SUBMISSION SHEET" ICSD C-100 with data transfer report.

11. Verifies that the expected production job input data are ready for submission to the PSB Computer Operations Section.

12. Keys control statement(s) as indicated in the "JOB INSTRUCTIONS" SDM-1895, and the "CONTROL STATEMENT LAYOUT" ICSD C-186.

13. Follows job step execution sequence per project's sequencing.

14. Forwards the "WORK REQUEST SHEET" ICSD C-133, tapes/cartridges, and other user input media to the Computer Operations Section according to the established computer operations production schedule.

15. Submits production job JCL member via Scheduler software according to the established computer operations production schedule.

Computer Section Personnel

16. Verifies that the Control Clerk has submitted all the input resources for the job according to the "WORK REQUEST SHEET" ICSD C-133.

17. Runs and processes job according to established computer operations job schedule and priorities.

18. Notifies the PSB Operations Scheduler when job will be delayed.

19. Checks computer job completion status.

19a. If normal job completion, forwards the output reports, user tapes, other input media, and the "WORK REQUEST SHEET" ICSD C-133 to the PSB Scheduling and Control Unit.

19b. If abnormal job completion, forwards the "WORK REQUEST SHEET" ICSD C-133, user tapes, other input media, and all output listings to the PSB Scheduling and Control Unit abend area.

Scheduling and Control Unit

20. Checks the completion status of the job.

20a. If job terminates abnormally, follows recovery procedures as specified in the

"RERUN/RESTART PROCEDURES" SDM-1897.

Contacts ICSD liaison specified in the "PERSON TO CONTACT" book.

Contacts user between the hours of 7:30 a.m. and 4:00 p.m. when abnormally terminated job will be delayed.

Checks "PERSON TO CONTACT" book. Follows procedures in the "RERUN/RESTART PROCEDURES", SDM-1897 for after hours.

Forwards "WORK REQUEST SHEET" ICSD C-133 and input resources to the computer room for job rerun or restart.

Resubmits production JCL member via Scheduler software.

20b. If job terminates normally, prepares output reports according to the requirements in the "JOB INSTRUCTIONS" SDM-1895 for normally terminated jobs.

Forwards the output reports and user tapes/cartridges to destination specified in the "JOB INSTRUCTIONS" SDM-1895 form for normally terminated jobs.

Returns PSB tape/cartridge media to storage area.

4   ESTABLISHING PRODUCTION JOB PACKETS

There are two separate processes that are to be completed when production job controls are turned over to PSB. The agency's project manager and project developers must gather the needed information for (1) the Data Entry Instructions packet (when appropriate), and (2) the systems operations Production Job Documentation packet

which must include the operations system "PRODUCTION SCHEDULE", SDM-1886..

The project manager assembles the required packages of information and sends the appropriate package of information to the PSB control supervisor or unit for review and comments.

The PSB must receive, review, and approve the required items listed below before a job is considered a production job.

The proposed operations Production Job Documentation packet must be sent to the PSB at least fifteen (15) working days before the desired implementation date. Failure to allow the PSB personnel sufficient time to review the documentation and instruction packets may result in a delay in implementation.

The State of Hawaii Information Technology (IT) Standards, 07.04, Data Preparation Services, has a sample data entry services request instruction packet. Appendix-E has a sample of a system's computer operations job scheduling and operations documentation packet. Copies of master forms used in the computer operations Production Job Documentation packet are in Appendix-F.

The general procedures for a user agency to establish the packets of operational instructions documentation to process and control a production system are defined in the following two procedures:

PROCEDURE: ESTABLISHING DATA ENTRY INSTRUCTIONS PACKET

PROCEDURE: ESTABLISHING PRODUCTION JOB DOCUMENTATION PACKET

4.1   PROCEDURE: ESTABLISHING DATA ENTRY INSTRUCTIONS PACKET

PERSON   ACTIVITY

Application/User   1.   Reads procedures in State of Hawaii IT
Project Manager   Standard 07.04, Data Preparation Services.

                           2.   Gathers the necessary documents and forms
                                related to the entry of data for the system.

                           3.   Organizes data entry services request documents
                                and forms into a packet.

                           4.   Sends packet with proposed data entry batch job

resource requirements, scheduling, and data keying instructions to PSB Data Entry Unit at least twenty (20) working days before desired implementation.

Data Entry Unit
  Personnel

5. Stamps the date and time when packet of proposed Data Entry Instructions material is received.

6. Reviews materials in Data Entry Instructions packet.

   6a. If packet of materials is complete, notifies Application/User Project Manager that packet was accepted.

   Sets up folder to store Data Entry Instructions packet by OS JOB NAME for production job key-entry conversion processing.

   6b. If packet of materials is not complete, sends packet of materials back to Application/User Project Manager for corrections.

4.2 PROCEDURE: ESTABLISHING PRODUCTION JOB DOCUMENTATION PACKET

PERSON   ACTIVITY

Application/User
Project Manager

1. Reads procedures in State of Hawaii Data IT Standards, 07.05, Production Job Documentation and Procedures.

2. Gathers documents and forms related to computer processing of production system.

3. Develops operator instructions and job control language procedures to process production job streams.

4. Develops recovery rerun/restart procedures.

5. Completes the necessary forms (for example, proposed production schedule and tape media requests) for PSB Scheduling and Control Unit.

6. Organizes operations Production Job Documentation elements in the following order:

(Application/User
Project Manager)

   6a.   OPERATIONS DOCUMENTATION CHECKLIST, ICSD C-137

   6b.   PRODUCTION SCHEDULE, SDM-1886

   6c.   JOB INSTRUCTIONS, SDM-1895

   6d.   CONTROL STATEMENT LAYOUT, ICSD C-186

   6e.   CHART OR TABLE FORM, SDM-101

   6f.   FILE RETENTIONS & DISPOSITIONS, SDM-1890

   6g.   Abnormal job streams and RERUN/RESTART PROCEDURES, SDM-1897

   6h.   JCL MEMBER REQUEST, ICSD C-184

   6i.   Special laser print form(s) with alignment, JDE, sample print and setup instructions for PSB Computer Operations.

   6j.   WORK REQUEST SHEET, ICSD C-133

   6k.   PROCEDURE NARRATIVE, ICSD C-112 (if applicable).

   6l.   Any other form

7. Sends packet to the PSB Scheduling and Control Unit at least fifteen (15) working days before desired implementation.

Control Clerk Supervisor	8.	Verifies completeness of proposed operations Production Job Documentation packet.
	8a.	If packet is complete, sends packet to affected PSB Operations Section or Unit for review and comments.
	8b.	If packet is not complete or has inconsistencies, sends packet back to Application/User Project Manager for corrections.
	9.	Reviews proposed PRODUCTION SCHEDULE, SDM-1886 for completeness and recommended due dates.
	9a.	If proposed schedule due dates are acceptable, does step 10 of this procedure.
	9b.	If proposed schedule presents a conflict, recommends alternative times and/or dates, and sends PRODUCTION SCHEDULE, SDM-1886 back to Application/ User Project Manager for corrections.
	10.	Sends PRODUCTION SCHEDULE, SDM-1886 form to Scheduler for signature.
Operations Scheduler	11.	Sends PRODUCTION SCHEDULE, SDM-1886 to Data Entry Supervisor for signature (if data is needed from data entry).
	12.	Makes copies after Data Entry Supervisor signs. Sends one copy to Data Entry Supervisor (if applicable), copy for Scheduler and original PRODUCTION SCHEDULE, SDM-1886 to Application/User Project Manager.
Control Clerk	13.	Reviews PSB Scheduling and Control Instructions in Production Job Documentation packet for accuracy and correctness.

13a. If PSB Scheduling and Control Instructions are correct, does step 14 of this procedure.

13b. If PSB Scheduling and Control Instructions are not correct, fills out OPERATIONS DOCUMENTATION STATUS, ICSD C-144 form, and sends packet and status sheet to Control Clerk Supervisor.

14. Stamps the date and time when PSB Scheduling and Control Instructions were accepted.

15. Sets up folder to store PSB Scheduling and Control Instructions forms.

Computer Operations Supervisor

16. Reviews Computer Operations Processing Instructions packet that has any special print forms and setup and alignment instructions.

16a. If Computer Operations Processing Instructions appear correct, reviews the special print alignment and setup instructions and either accepts or rejects the Computer Operations Processing Instructions packet. Sets up folder for print instructions with sample and set-up instructions.

16b. If Computer Operations Processing Instructions appear incorrect, fills out OPERATIONS DOCUMENTATION STATUS, ICSD C-144 form, and sends Computer Operations Processing Instructions packet and status sheet to Control Clerk Supervisor.

4.3 GENERAL PRODUCTION JOB DOCUMENTATION ELEMENTS

The following forms and documents should be provided to document a computer systems operations production job environment:

4.3.1 Data Entry Instructions Packet

a.   Resource Requirements

b.   Instructions to key-enter input information

c.   Sample of input forms

4.3.2 Scheduling and Control Instructions

a.   OPERATIONS DOCUMENTATION CHECKLIST ICSD C-137

b.   PRODUCTION SCHEDULE, SDM-1886

c.   JOB INSTRUCTIONS, SDM-1895

d.   CONTROL STATEMENT LAYOUT, ICSD C-186

e.   CHART OR TABLE FORM, SDM-101

f.   FILE RETENTIONS & DISPOSITIONS, SDM-1890

g.   RERUN/RESTART PROCEDURES, SDM-1897

h.   TLMS PRODUCTION/TEST TAPE MEDIA REQUEST, ICSD C-191

i.   GDG CHANGE REQUEST, ICSD C-192

j.   JCL MEMBER REQUEST, ICSD C-184

k.   PROCEDURE NARRATIVE, ICSD C-112 to supplement JOB INSTRUCTIONS, SDM-1895 form

l.   PROCEDURE NARRATIVE, ICSD C-112 to supplement FILE RETENTIONS & DISPOSITIONS, SDM-1890 form

m.   PROCEDURE NARRATIVE, ICSD C-112 to supplement RERUN/RESTART PROCEDURES, SDM-1897 form

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4.3.3 Computer Operations Processing Instructions

    a.   Special Print Form Sample and Alignment and Setup Instructions for Computer Operations Section

    b.   PROCEDURE NARRATIVE, ICSD C-112 for the Computer Operations Section

4.4 DATA ENTRY INSTRUCTIONS PACKET

The State of Hawaii Data Processing Standards Number 07.04, "DATA ENTRY SERVICES AND PROCEDURES," has the State's standards, policy, guidelines, and procedures that must be followed by anyone requesting resources and services from PSB Data Entry.

The departmental agency DP Coordinator has the agency's official copy of the State of Hawaii Data Processing Standards Number 07.04, "DATA ENTRY SERVICES AND PROCEDURES."

4.5 PRODUCTION JOB DOCUMENTATION PACKET

The final approved version of the Production Job Documentation must be done through the template. The instructions must be specific and define role players, time frames, and duties. The instructions should not have acronyms or abbreviations. The following is a list of forms that should be in a Production Job Documentation packet.

4.5.1 Required Forms

Operations Production Job Documentation packet must have:

    a.   OPERATIONS DOCUMENTATION CHECKLIST, ICSD C-137

    b.   PRODUCTION SCHEDULE, SDM-1886

    c.   JOB INSTRUCTIONS, SDM-1895

    d.   CHART OR TABLE FORM, SDM-101

    e.   FILE RETENTIONS & DISPOSITIONS, SDM-1890
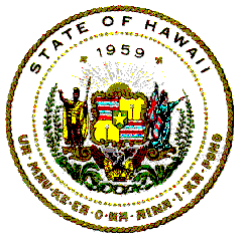
f.   RERUN/RESTART PROCEDURES, SDM-1897

g.   JCL MEMBER REQUEST, ICSD C-184

h.   WORK REQUEST SHEET, ICSD C-133

4.5.2 Optional Forms

When applicable, the following may also be in the packet:

a.   CONTROL STATEMENT LAYOUT, ICSD C-186

b.   PROCEDURE NARRATIVE, ICSD C-112 to supplement the JOB INSTRUCTIONS, SDM-1895 form

c.   PROCEDURE NARRATIVE, ICSD C-112 to supplement the FILE RETENTIONS & DISPOSITIONS, SDM-1890 form

d.   PROCEDURE NARRATIVE, ICSD C-112 to supplement the RERUN/RESTART PROCEDURES, SDM-1897 form

e.   PROCEDURE NARRATIVE, ICSD C-112 for the Computer Operations Section personnel

f.   Sample of special laser print forms and alignment instructions

4.6   ICSD C-137, OPERATIONS DOCUMENTATION CHECKLIST

The "OPERATIONS DOCUMENTATION CHECKLIST" ICSD C-137 must be completed and submitted as the "cover letter" for the Operations Production Job Documentation packet. The checklist will notify the PSB of what is included in the Operations Production Job Documentation packet and will serve as a reminder checklist for the submitter.

This checklist must also be used when an application or user project manager needs to revise an existing operations Production Job Documentation packet.

When the Production Job Documentation needs to be revised, the "EFFECTIVE DATE OF REVISION" must be included on this form. The project manager must have the revisions sent to PSB at least ten (10) working days before the desired effective date.

4.7   ICSD C-144, OPERATIONS DOCUMENTATION STATUS

The "OPERATIONS DOCUMENTATION STATUS" ICSD C-144 will be completed by the PSB and sent to the requesting user with the requestor's Operations Production Job Documentation packet when there are questions or deficiencies in the documentation.

A reason will be provided for each form with an omission or deficiency. The pertinent form number will be listed under the "FORM NUMBER" section, and the reason for the form's rejection will be specified under the "COMMENTS" section.

The requesting user must correct the indicated forms, fill in the first available "DATE RESUBMITTED" line, and resubmit the entire Operations Production Job Documentation packet for further review.

4.8   SDM-1895, JOB INSTRUCTIONS

An agency or project systems developer fills in a "JOB INSTRUCTIONS" SDM-1895, for the PSB Scheduling and Control Unit.

The "JOB INSTRUCTIONS" SDM-1895 will inform the assigned PSB control clerk of:

a.   The expected input for a production application job.

b.   The source of the input.

c.   The expected types of output.

d.   The preparation and distribution instructions for the output reports and the return of media, data, or other user resources.

e.   Any other pertinent information.

4.9   ICSD C-186, CONTROL STATEMENT LAYOUT

If program control parameters are needed for a job, the agency or project systems developer of the application must prepare a "CONTROL STATEMENT LAYOUT" ICSD C-186 for each required control statement.

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The instructions for the PSB control clerk to follow when the control statement information is keyed into the production job JCL member must be specific, clear, and concise.

The definition and specification of the format and/or layout of data must be explicit. An explanation of where the control statements must be placed within the production job JCL member must also be provided.

IMPORTANT: The control clerk will enter up to a maximum of five (5) control statements into a production JCL member. If a job needs more than five control statements, the agency or project systems developer must place the multiple control statements in a member in the "EDPD.PARMLIB" library.

The "FILE RETENTIONS & DISPOSITIONS" SDM-1890 form must accompany the "CONTROL STATEMENT LAYOUT" ICSD C-186 form.

The "FILE RETENTIONS & DISPOSITIONS" SDM-1890 form must have explicit instructions to notify the control clerk of "when" and "where" the control statements in the operations production job JCL member must changed.

IMPORTANT: The control clerk usually leaves control statements in the production job JCL member until the next scheduled run. They will be replaced with new control statements.

4.10 SDM-101, CHART OR TABLE FORM

The "CHART OR TABLE FORM" SDM-101, must be part of the operations Production Job Documentation packet. The application or user project manager or an assigned agency or project systems developer draws a system functional flowchart showing data storage devices, procedural routines, stored output, and reports. The following information must be provided:

a.   OS JOB NAME.

b.   OS STEPNAME for every computer executed step.

c.   Program, procedure, or utility name used in each executed step.

d.   DSNAME for all disk and tape stored data sets and any GDG data set names and the relative generation level being used.

e.   Output report names, numbers, and/or titles and the associated print form number.

4.11 SDM-1890, FILE RETENTION & DISPOSITIONS

An agency or project systems developer fills in a "FILE RETENTIONS & DISPOSITIONS" SDM-1890 form to provide the PSB Scheduling and Control Unit with the resource requirements information for a job.

This form should include remarks for job stream set up with the control statements, input keyed data for the production job, and any other special instructions.

Indicate the total number of user magnetic tapes/cartridges required for the run. Include tapes/cartridges submitted by the user agency, Data Preparation Section, or computer room. If not applicable, requires no mounts, enter '0' or 'NONE'. For TLMS cartridge only - leave box blank.

If additional space for remarks is needed, the agency or project systems developer should include a "PROCEDURE NARRATIVE" ICSD C-112 to supplement the "FILE RETENTIONS & DISPOSITIONS" SDM-1890 form.

4.12 SDM-1897, RERUN/RESTART PROCEDURES

After a production job terminates abnormally, the PSB Scheduling and Control Unit personnel tries to determine the cause of the abnormal termination. PSB Scheduling and Control Unit personnel will follow the instructions provided on the "RERUN/RESTART PROCEDURES" SDM-1897. These procedures should have specific instructions for the control clerk personnel to follow before the job can be resubmitted to the computer. There are three types of problem causes that the control clerk will look for:

a.   A "system hangup" which is a condition that occurs when the computer system ceases to process any job.

b.   A "hardware error" which is determined from computer operating system messages that state that a computer component or peripheral device is not responding properly.

The operator should verify that the identified disk, tape, channel, controller, or other equipment or resource is or is not functioning properly.
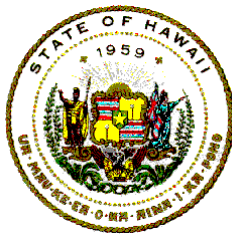
If the computer's hardware is functioning properly, the Computer Operation's personnel will notify the control clerk that the production job can be rerun/restarted. The control clerk will follow the procedures specified in the "RERUN/RESTART PROCEDURES", SDM-1897 form.

If the computer's hardware is not functioning properly, the operator should try to fix the hardware problem, if the operator is not successful, the operator should place a trouble call with the maintenance vendor for the component.

c. A "JCL error" which can be encountered by the computer's operating system software when it tries to resolve, recognize, or interpret a program name, procedure statement, execution parameter, or keyword in the production job's JCL (job control language) statements.

For the abended job and any other related job that must be reprocessed as a result of the abnormal termination of a job, the person or persons to be notified and their phone number must be specified in the PSB Scheduling and Control Unit's "PERSON TO CONTACT" log book.

When a job terminates abnormally, Operations personnel will follow the steps in the following procedure:

PROCEDURE: RERUN OR RESTART PRODUCTION JOB

PERSON | ACTIVITY

Operations Personnel

1. Fills out abend card and sends job with abnormal termination status to PSB Scheduling and Control Unit.

2. Checks computer system's operational status.

    2a. If there is a computer system hangup, identifies the last step that the computer completed; records any "DISPLAY CONSOLE" message.

3. Checks computer hardware status.

3a. If there is a hardware error message, takes needed action to resolve tape, disk, or equipment problem/error.

Control Clerk

4. Checks JCL listing.

4a. If there is a JCL error, looks for JCL device error message, JCL command or parameter spelling error, or JCL punctuation error and makes corrections.

4b. Determination if job is critical or non-critical will determine use of "PERSON TO CONTACT" book (for after hours).

5. Gets RERUN/RESTART PROCEDURES SDM-1897 form for the production job.

6. Follows directions and procedures to recover, rerun, or restart the job.

7. Restarts or reruns corrected job.

7a. If recovery is successful, sends corrected and abended job output to user and programmer.

7b. If recovery is still not successful, notifies "PERSON TO CONTACT."

4.13 ICSD C-112, PROCEDURE NARRATIVE

The "PROCEDURE NARRATIVE" ICSD C-112 form, is used to provide additional information for the PSB control clerks and the computer operators. The "PROCEDURE NARRATIVE" ICSD C-112 for the Scheduling and Control Unit and Computer Operations Section may be included in the documentation packet when needed.

The contents of the supplemental "PROCEDURE NARRATIVE" ICSD C-112 can include, but are not limited to, the following:

a. Continuation of remarks from the "JOB INSTRUCTIONS" SDM-1895.

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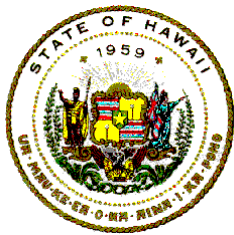b. Continuation of remarks from the "FILE RETENTIONS & DISPOSITIONS" SDM-1890.

c. Continuation of remarks from the "RERUN/RESTART PROCEDURES" SDM-1897.

d. Special instructions, program messages, and record or report formats for the Computer Operations Section.

5   MEDIA REQUESTS

Production jobs that need magnetic media resources for data sets, or special print forms for output reports may also have the following forms included with the Production Job Documentation packet forms:

a. ICSD C-191, TLMS PRODUCTION/TEST TAPE MEDIA REQUEST

b. ICSD C-192, GDG CHANGE REQUEST

c. ICSD T-140, REQUEST FOR CARRIAGE TAPE IMAGE LOADING

5.1   ICSD C-191, TLMS PRODUCTION/TEST TAPE MEDIA REQUEST

The "TLMS PRODUCTION/TEST TAPE MEDIA REQUEST" ICSD C-191, is prepared by an agency or project systems developer to define data sets designated for an application system into TLMS.

The instructions to complete this form are printed on the back of this form. One copy of this form must be submitted to the PSB Operations Scheduler to define data sets to TLMS and O/S catalog.

The Tape Library Management System (TLMS) controls the assignment and cataloging of tape media serial numbers.

The requesting agency or project systems developer will specify the retention period and disposition for the requested TLMS tape media on the "FILE RETENTIONS & DISPOSITIONS" SDM-1890 in the operations Production Job Documentation packet.

The PSB needs ten (10) working days to identify the volumes for the tape media data sets to the TLMS.

5.2   ICSD C-192, GDG CHANGE REQUEST

The "GDG CHANGE REQUEST" ICSD C-192 form is prepared by an agency or project systems developer to have the PSB Scheduling and Control Unit "scratch" a generation data group (GDG) data set to a previous cycle.

The PSB Scheduling and Control Unit Control Clerk assigned to the user agency reviews the "GDG CHANGE REQUEST" ICSD C-192 form for completeness and accuracy.

If information on the form is complete and accurate, Control Clerk processes the request immediately. If any information is missing or in error, the Control Clerk calls the project systems developer for corrections and then processes the request.

The requesting project systems developer will notify either the Control Clerk or another project systems developer to resubmit the production job stream.

5.3   SPECIAL PRINT FORMS

A "SPECIAL PRINT FORM" is one that is designed, formatted, and printed for a particular use or system. Any special print form that is used in a production job must have an ICSD form number that has been assigned by the PSB.

Refer to Appendix-C for the procedures to obtain a form number before any forms are ordered from a vendor.

A form generated by the XEROX laser printer is classified as a "SPECIAL PRINT FORM." The procedures for creating and using forms drawn by the XEROX are in the State of Hawaii Data Processing standards Number 04.09, "XEROX STANDARDS AND PROCEDURES."

Whenever a "SPECIAL PRINT FORM" is used in a job, a sample of the form must be in the operations Production Job Documentation packet. Provide a sample printout of data for this form.

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6   SCHEDULING AND THE SCHEDULER

Effective scheduling of people and resources are needed to optimize the limited resources that PSB has to efficiently use the computers and the supporting equipment at the State's central site computer center.

6.1   POLICIES

The PSB has the following policy statements for scheduling operations production jobs.

6.1.1   Establishing a Production Schedule

The PSB and the agency must agree upon a production schedule before any work is submitted for a production system. The production schedule must include:

a.   When and how work will be sent to the PSB from the agency,

b.   When work will be completed by PSB, and

c.   When work results will be sent back to the agency.

6.1.2   Production Schedule Exceptions

If an agency cannot meet the deadline, the agency's job submitter must notify the PSB Operations Scheduler or a designated representative.

If PSB cannot meet a deadline, the PSB Scheduler or designated representative will notify the agency job submitter at the number listed in the "JOB INSTRUCTIONS" SDM-1895 form.

6.1.3   Production Schedule Changes

A change or addition to an established production schedule must be agreed to by all parties (i.e. PSB personnel, application/user project manager, and requesting user) before it can take effect.

The application/user project manager should either arrange a meeting with the PSB Operations Scheduler to discuss the proposed change and/or addition, or the application/user project manager should write up
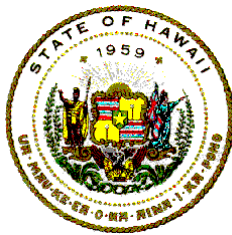
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and submit the proposed change and/or addition to the PSB Operations Scheduler.

6.2 SDM-1886, PRODUCTION SCHEDULE

The "PRODUCTION SCHEDULE" SDM-1886, is used to define the schedule of events for production systems that will be processed by PSB personnel.

The application or user project manager should specify a desired effective date when the production schedule should be implemented.

The codes for item 11, "RUN FREQ" are listed in Appendix-B. Sample production job schedules can be found in Appendix-D.

Scheduling is done for the entire application system and not for each separate job stream.

When a new job stream must be added to an existing production job schedule, the entire schedule for that application system must be revised, reviewed, evaluated, and approved by the PSB Operations Scheduler before the new job stream can be incorporated into the PSB Computer Operation's schedule.

7   SUBMITTING A PRODUCTION JOB

For production jobs that need data preparation services to create input data, a "WORK REQUEST SHEET" ICSD C-133 and a "BATCH SUBMISSION SHEET" ICSD C-100 must accompany the incoming transaction documents. For applications in which the input documents for a timeframe will be submitted in more than one batch submission, a "WORK REQUEST SHEET" ICSD C-133 or "JOB STREAM PROCESSING REQUEST" ICSD C-133-B must be attached to the last (cut-off) batch job sent to PSB Data Entry.

7.1   ICSD-133, WORK REQUEST SHEET

The user of an agency's production application system, which includes agency personnel and any designated representative, must fill out and submit the "WORK REQUEST SHEET" ICSD C-133 form, or the "JOB STREAM PROCESSING REQUEST" ICSD C-133-B form to initiate, confirm, or request services from the PSB.
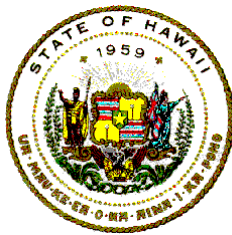
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The "WORK REQUEST SHEET" ICSD C-133 form does not have to be submitted for any rerun or restart job that is submitted by PSB personnel.

The agency should submit the "WORK REQUEST SHEET" ICSD C-133 form to the PSB Scheduling and Control Unit's input/output counter in the basement of the Kalanimoku Building at 1151 Punchbowl Street, B-30 by 12:00 noon on the DUE-IN ICSD date set on the "PRODUCTION SCHEDULE" SDM-1886 form. "WORK REQUEST SHEET" ICSD C-133 can also be faxed. If job is not received by noon, job will be processed the next day.

> IMPORTANT: All production work will be processed according to the established schedule.
>
> Should PSB personnel be unable to meet an established deadline date and time, the PSB Operations Scheduler will notify the "PERSON TO CONTACT" for that project application.
>
> Should the agency be unable to submit their "WORK REQUEST SHEET" ICSD C-133 or "JOB STREAM PROCESSING REQUEST" ICSD C-133-B forms and/or input transaction data by the established date and time, the responsible agency personnel must call the Operations Scheduler or a designated representative as soon as possible before the specified deadline date and time.

7.2   ICSD-133-B, JOB STREAM PROCESSING REQUEST

A user agency uses the "JOB STREAM PROCESSING REQUEST" ICSD C-133-B form to initiate, confirm, or request multiple job stream submission services requests from the PSB.

The agency should submit the "JOB STREAM PROCESSING REQUEST" ICSD C-133-B to the PSB Scheduling and Control Unit input/output counter in the basement of the Kalanimoku Building at 1151 Punchbowl Street, B-30 by 12:00 noon on the DUE-IN ICSD date set on the "PRODUCTION SCHEDULE" SDM-1886. Request can also be faxed.

7.3   ICSD-100, BATCH SUBMISSION SHEET

All input transaction documents submitted to PSB Data Entry for key-entering must be grouped in controlled batches by the type of the user source document.

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The user must fill out and submit a "BATCH SUBMISSION SHEET" ICSD C-100 form for each group of batched data.

Input batches of transactions that are sent to PSB Data Entry without a "BATCH SUBMISSION SHEET" ICSD C-100 cover sheet WILL NOT be processed.

For more information regarding the "BATCH SUBMISSION SHEET" ICSD C-100, refer to the State of Hawaii Data Processing Standards reference Number 07.04. "DATA ENTRY SERVICES AND PROCEDURES."

8   PRODUCTION JOB JCL MEMBER

Production job JCL member statements must be sequentially numbered before they are turned over to the PSB.

The sequence numbers should be generated by the IBM TSO/ISPF "STANDARD NUMBERS" option that records an incremental sequence number in column 73 through column 80 of each line entry of a library member when the "NUM ON" edit command option is used. The first production job JCL statement to receive a sequence number must be the JOB statement.

When the PSB Scheduling and Control Unit must insert control statement data into the production job JCL member, the PSB control clerks will follow the instructions on the "FILE RETENTION AND DISPOSITION", SDM-1890 form.

8.1   ICSD-184, JCL MEMBER REQUEST

To prevent unauthorized modifications of production job JCL members, the PSB will NOT copy or move any production JCL member unless a "JCL MEMBER REQUEST" ICSD C-184 has an "AUTHORIZATION SIGNATURE" on the JCL member change request.

Scheduling and Control Unit personnel will verify that the "AUTHORIZATION SIGNATURE" on the "JCL MEMBER REQUEST" ICSD C-184 form matches the "AUTHORIZATION SIGNATURE" on the "SIGNATURE CARD" in their file for the Project Management System (PMS) Code.

8.1.1   Planned Requests

The "JCL MEMBER REQUEST" ICSD C-184, is used to "COPY" or "MOVE" production JCL members either from an agency's partitioned

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data set (PDS) library to the ICSD Operation's library, or from the ICSD Operation's library to an agency's PDS library via the agency's "ZG.PANDATA" PDS library. A "REASON FOR MOVE" must be stated.

The "JCL MEMBER REQUEST" ICSD C-184 must be signed and dated by the authorized project manager who is responsible for the job's PMS Code. The printed name and signature of the project manager authorized to sign for the PMS code must be on file at the Scheduling and Control Unit. The Agency DP Coordinator must send the Scheduling and Control Unit a "SIGNATURE CARD" for each project manager who can sign this form for the PMS Code.

The Scheduling and Control Unit will retain the original authorized "JCL MEMBER REQUEST" ICSD C-184 form and a listing of the copied or moved member's statements for twelve (12) months after the request.

8.1.2 Day Time Emergency Requests

Should an emergency JCL member transfer situation develop during the day time shift, the PSB will allow telephone calls from the project manager responsible for the system. The project manager will:

a.   Call the PSB control clerk supervisor.

b.   State the nature of the emergency.

c.   Identify the JCL member name.

d.   Identify the person who will be modifying the JCL member.

As soon as possible after this emergency, the authorized project manager must send a "JCL MEMBER REQUEST" ICSD C-184 form with an authorization name and signature to the control clerk supervisor.

8.1.3 Night Time Emergency Requests

Should an emergency JCL member transfer situation develop during the Swing or Midnight Shifts, the PSB will allow telephone calls from the project manager responsible for the system. The project manager will:
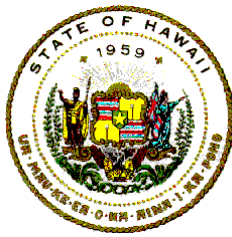
a.   Call the PSB control clerk supervisor.

b.   State the nature of the emergency.

c.   Identify the JCL member.

d.   Identify the person who will be modifying the member.

The responsible control clerk will leave a message for the day shift control clerk supervisor stating that an emergency request was made during their shift.

As soon as possible after this emergency, the authorized project manager must send a "JCL MEMBER REQUEST" ICSD C-184 form with an authorization name and signature to the responsible day control clerk.

8.1.4 Emergency Requests

The agency or project systems developer modifying the production JCL member must:

a.   Fill out a "JCL MEMBER REQUEST" ICSD C-184 form.

b.   Spell out the JCL member name.

c.   Enter the phrase "EMERGENCY REQUEST" as the "REASON FOR THE MOVE."

d.   Give the completed form to the PSB control clerk.

As soon as possible after any emergency, the authorized project manager must send a "JCL MEMBER REQUEST" ICSD C-184 form with an authorization name and signature to the control clerk supervisor.

8.2   PROCEDURE: NEW PRODUCTION JOB JCL MEMBER

PERSON   ACTIVITY

Project Systems
 Developer

1.   Creates the JCL statements to process the production job into a member of the user's TSO PDS library.

2.   Transfers the TSO PDS member to a member of the agency's "ZG.PANDATA" PDS library (for
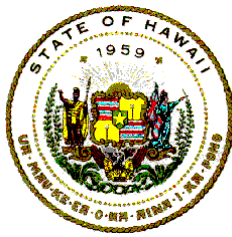
example, "X89.*.ZG.PANDATA" where * is the agency's one letter project management system (PMS) code), or to a similar library.

3. Prepares a "JCL MEMBER REQUEST" ICSD C-184 form, and sends it to the application/user project manager for authorization.

Application/User   4. Reviews "JCL MEMBER REQUEST" ICSD
Project Manager   C-184 form, signs, and dates the form, and
                             returns form to the project systems developer.

Project Systems   5. Makes copy of JCL member statements and
 Developer   supporting documentation for agency's files.

                          6. Sends the "JCL MEMBER REQUEST" ICSD
                             C-184 and supporting Production Job
                             Documentation to the Operations control clerk.

Control Clerk   7. Verifies "AUTHORIZATION SIGNATURE" on the
                             "JCL MEMBER REQUEST" ICSD C-184 against
                             the file of "SIGNATURE CARD's" associated with
                             the system's PMS code.

                          8. Checks that all pertinent fields of the "JCL
                             MEMBER REQUEST" ICSD C-184 form have
                             been filled in.

                             8a. If form is not complete, sends form and
                                  documentation back to the requestor.

                             8b. If an authorized "SIGNATURE CARD" is
                                  not on file, sends request form and
                                  documentation back to requestor with note
                                  that "SIGNATURE CARD IS NOT ON FILE
                                  AT SCHEDULING AND CONTROL UNIT."

(Control Clerk)   9. Fills in bottom of "JCL MEMBER REQUEST"
                             ICSD C-184 form under "FOR OPERATIONS
                             USE ONLY" section.

                          10. Transfers new production job JCL member from

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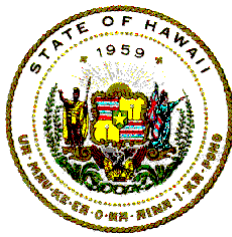Information and Communication Services Division

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agency's "ZG.PANDATA" library to PSB's production job library.

11. Uses the TSO/ISPF option to make a printed listing of the new production job JCL member.

12. Attaches new member listing to "JCL MEMBER REQUEST" ICSD C-184 form.

13. Files the "JCL MEMBER REQUEST" ICSD C-184 and new production job JCL member listing in the control clerk's assigned PMS code file for the schedule and control of the Production Job Documentation.

8.3   PROCEDURE: REVISING PRODUCTION JOB JCL MEMBER

PERSON   ACTIVITY

Project Systems
 Developer

1. Submits completed "JCL MEMBER REQUEST" ICSD C-184 to move member from PSB's library.

2. Modifies the production job JCL statements and thoroughly debugs and tests the revised job stream via TSO/ISPF.

3. Revises affected portions of the operations Production Job Documentation packet.

4. Verifies that the revised JCL member name is on the agency's "ZG.PANDATA" library.

5. Fills in "JCL MEMBER REQUEST" ICSD C-184 and enters which JCL member name is being transferred and the "REASON FOR MOVE."

6. Sends "JCL MEMBER REQUEST" ICSD C-184 to project manager for an "AUTHORIZATION SIGNATURE."

7. Submits the "JCL MEMBER REQUEST" ICSD C-184 and any revisions to the Production Job
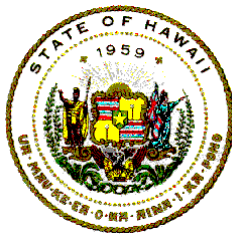
Documentation packet to the PSB control clerk.

Control Clerk

8. Verifies authorization signature against authorized "SIGNATURE CARD's" on file for the PMS Code.

9. Checks that all required fields of the "JCL MEMBER REQUEST" ICSD C-184 form are filled.

   9a. If request form is not complete, or if "AUTHORIZATION SIGNATURE" is not in the "SIGNATURE CARD" file, sends request form back to the requesting project systems developer.

   9b. If request form is complete, and "AUTHORIZATION SIGNATURE" is confirmed, continues to follow these procedures.

10. Fills in bottom of "JCL MEMBER REQUEST" ICSD C-184 form under "FOR OPERATIONS USE ONLY" section.

11. Transfers revised production job JCL member from agency's "ZG.PANDATA" library to PSB's production job library.

12. Uses the TSO/ISPF option to make a printed listing of the revised production job JCL member.

13. Attaches revised production job JCL member listing to "JCL MEMBER REQUEST" ICSD C-184.

14. Files revised production job JCL member listing and the "JCL MEMBER REQUEST" ICSD C-184 in the control clerk's assigned PMS code's Production Job Documentation file.
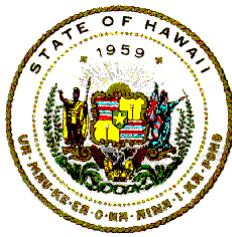
8.4   PROCEDURE: REVISING PRODUCTION JOB DOCUMENTATION

PERSON   ACTIVITY

Project Systems   1.   Reviews and maintains accuracy, relevancy,
 Developer   and currency of existing copy of the operations
                                Production Job Documentation.

                          2.   Receives a change service request from user
                               agency to modify the agency's operations
                               Production Job Documentation.

                               2a.   If a production job JCL member must be
                                     revised, follows procedures in 8.3
                                     Procedure: Revising Production Job JCL
                                     Member steps 2 to 7.

                               2b.   If production job JCL members are not
                                     affected, proceeds with the rest of these
                                     procedures.

                          3.   Applies revisions to agency's copy of the
                               Production Job Documentation packet.

                          4.   Duplicates revisions for PSB Scheduling and
                               Control Unit's copy of the Production Job
                               Documentation packet.

                          5.   Fills in "OPERATIONS DOCUMENTATION
                               CHECKLIST" ICSD C-137, indicating the
                               effective date of revisions.

                          6.   Submits the "OPERATIONS DOCUMENTATION
                               CHECKLIST" ICSD C-137, the revised
                               documentation, and when appropriate, the "JCL
                               MEMBER REQUEST" ICSD C-184 to the
                               Scheduling and Control Unit.

Scheduling and   7.   Reviews revisions to the operations
 Control Unit   Production Job Documentation packet.

                               7a.   If revised operations Production Job

Documentation has any discrepancy, completes and sends an "OPERATIONS DOCUMENTATION STATUS" ICSD C-144 to the requesting project systems developer with the revised documentation and the "OPERATIONS DOCUMENTATION CHECKLIST" ICSD C-137 form.

7b.   If revised operations Production Job Documentation revisions are acceptable, date stamps and files revisions in appropriate assigned PMS code operations Production Job Documentation file.

8.   Removes obsolete operations Production Job Documentation materials from files.

9.   If "JCL MEMBER REQUEST" ICSD C-184 was submitted with updates, follows 8.3 Procedure: Revising Production JCL Member, steps 8 to 13.

8.5   PROCEDURE: EMERGENCY REVISION - JCL MEMBER REQUEST

PERSON	ACTIVITY

Project Manager
1.   Notifies PSB Scheduling and Control Unit that emergency revisions must be made to a production job JCL member, states the nature of the emergency, and identifies the project systems developer who will modify the production job JCL member.

Project Systems
 Developer
2.   Goes to ICSD computer center or faxes a complete "JCL MEMBER REQUEST" ICSD C-184 form. Puts "EMERGENCY REQUEST" as "REASON FOR MOVE."

3.   Gives completed "JCL MEMBER REQUEST" ICSD C-184 form to PSB control clerk.

Control Clerk
4.   Verifies information on "JCL MEMBER REQUEST" ICSD C-184. Confirms that the
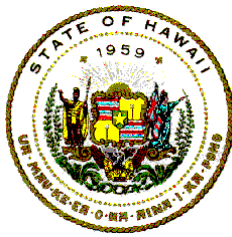
request is noted as an "EMERGENCY REQUEST." Circles "EMERGENCY REQUEST" in red.

5. Transfers member from Operation's library to agency's "ZG.PANDATA" library (or similar library) for the project systems developer.

Project Systems Developer

6. Modifies the production job JCL statements to revise the operations production job JCL member in the agency's "ZG.PANDATA" library.

7. Verifies accuracy of revised JCL production job member on agency's "ZG.PANDATA" library.

8. Notifies control clerk that production job JCL member has been updated, tested and is ready to be transferred.

Control Clerk

9. Transfers revised production job JCL member from agency's "ZG.PANDATA" library to PSB's library.

10. Uses TSO/ISPF option to list revised production job JCL statements.

11. Uses red marker to flag the revised production job JCL member listing as an "EMERGENCY REQUEST LISTING."

12. Attaches revised JCL member listing to the "JCL MEMBER REQUEST" ICSD C-184 form.

13. Files revised production job JCL member listing with the "JCL MEMBER REQUEST" ICSD C-184 in the PMS code's production file.

Project Systems Developer

14. As-soon-as-possible after the emergency, updates the Production Job Documentation by following 8.4 Procedure: Revising Production Job Documentation.

15. Completes a "JCL MEMBER REQUEST" ICSD C-184, and has the responsible project manager sign the request form.

16. Sends "JCL MEMBER REQUEST" ICSD C-184 with authorization signature to the control clerk as-soon-as-possible, but no later than before the next production run cycle.

    (If an authorized "JCL MEMBER REQUEST" ICSD C-184 is not submitted BEFORE the next production job run, any future agency emergency request will have to be authorized and hand-carried to the PSB before a production job JCL member transfer will be processed.)

Control Clerk

17. Verifies that operations Production Job Documentation files do not have any packets with an "EMERGENCY REQUEST" comment.

18. Uses TSO/ISPF option to get current list of the revised production job JCL member.

19. Discards the old "JCL MEMBER REQUEST" ICSD C-184 with the "EMERGENCY REQUEST" notation from the project's PMS code production file of ICSD C-184 forms.

20. Attaches revised JCL member listing to the authorized ICSD C-184 form, and files with the "JCL MEMBER REQUEST" ICSD C-184 forms in the PMS code's production file.

9 PRODUCTION TAPE DATASET OVERFLOW

As of December 31, 1993, all jobs that use tapes/cartridges should be designed to use the Tape Library Management System (TLMS) software. TLMS and robotic tape hardware reduces human intervention in the management, control, and processing of magnetic tape storage media. The robotic technology provides for automatic tape/cartridge mounts and dismounts, without any need for operator intervention.

TLMS automates the management of tape/cartridge volumes and improves the efficiency and productivity of computer operations personnel. TLMS provides the maintenance, tracking, monitoring, protection, retention, overflow control, and scratching of tape/cartridge volumes.

Whenever a production job generates a request for a mount for a production overflow scratch tape because the computer needs to write out more data than the assigned tape(s) can hold, TLMS will automatically handle the overflow condition.

If an output tape/cartridge dataset overflows as a result of a "MOD" disposition, TLMS will automatically RECATALOG the dataset, and show the additional overflow volume on the JES2 SYSOUT error/exception report listing.

For more information on TLMS and PSB's automated tape environment, read the State of Hawaii Data Processing Standards reference Number 07.06.01, "TAPE LIBRARY MANAGEMENT SYSTEM."

10 TERMINATING COMPUTER OPERATIONS SERVICES

The user agency must notify the PSB Scheduling and Control Unit whenever any production or test job will no longer require PSB's computer operations resources or services.

The user agency should also notify the PSB Scheduling and Control Unit whenever any disk, tape, or cartridge generation data group, or special form assigned to the agency is no longer needed.

This official written notification is required: to keep the workload scheduling of the PSB current; to free up tape/cartridge and disk allocations; and to release obsolete report forms from inventory storage.

10.1 ICSD C-177, DELETE OR RELEASE PRODUCTION RESOURCES

The agency must complete and submit a "DELETE OR RELEASE PRODUCTION RESOURCES" ICSD C-177-2 to the PSB Scheduling and Control Unit whenever any assigned production computer resource is no longer needed for the agency's information processing jobs.

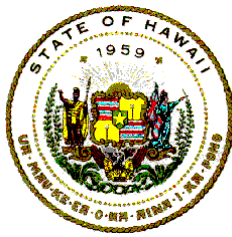The agency must initiate the request to "DELETE OR RELEASE PRODUCTION RESOURCES" ICSD C-177-2. An authorization signature and the effective release date for the request must be entered on this form.

11   APPENDICES

A.   DUE-IN/DUE-OUT DAY AND TIME

B.   RUN FREQUENCY CODES

C.   SPECIAL PRINT FORMS

D.   PRODUCTION SCHEDULE SAMPLES

E.   PRODUCTION JOB DOCUMENTATION PACKET SAMPLE

F.   COPY OF PRODUCTION JOB DOCUMENTATION FORMS

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Appendix-A   DUE-IN/DUE-OUT DAY AND TIME

A "DUE-IN" or "DUE-OUT" day or time are required fields to schedule production jobs. The days and times are mutually agreed upon by both the requesting agency and the PSB Operations Scheduler.

This appendix has been subdivided into two sub-items to define the characteristics of the "DAY" and "TIME" that input/output is "DUE-IN" or "DUE-OUT" at the PSB.

1. DAY

    1.1   For a daily job, enter "DAILY" or "D".

    1.2   For a weekly job, enter the day of the week. Example: "MONDAY"

    1.3   For less frequently run jobs, enter the number of working days after the close of the processing period.

           Examples: "10th workday of the month," or
                         "3 workdays after 2nd pay period"

    1.4   If calendar days are used to designate the schedule (example: 5th of the month) and the submission date falls on a non-workday, the submission date will be advanced to the previous workday. If the output date falls on a non-workday, the due-out is delayed to the next workday.

2. TIME

    2.1   Use time based on a 24-hour clock. Add 12 to all p.m. times.

           Examples: 9:00 a.m. = 0900; 4:00 p.m. = 1600

    A job runs weekly. Input is due at the central site Computer Center each Tuesday at 9:00 a.m. and output should be finished on Friday at 2:30 p.m.

           Frequency: Weekly
           Due-in: Tuesday/0900
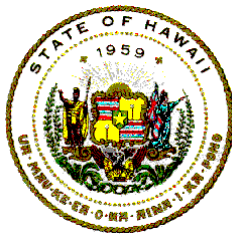   Due-out: Friday/1430

Appendix-B   RUN FREQUENCY CODES

1.   SPECIAL (S):   Jobs must run as soon as possible after submission but their submission times may not be known in advance. These jobs require the approval of the PSB Operations Scheduler when the job is being submitted for scheduling.

2.   DAILY (D):   Runs daily or at least three times a week.

3.   SEMI-WEEKLY (S/W):   Runs twice a week.

4.   WEEKLY (W):   Runs once a week or at least three times a month.

5.   SEMI-MONTHLY (S/M):   Runs twice a month.

6.   MONTHLY (M):   Runs once a month.

7.   BI-MONTHLY (B/M):   Runs every two (2) months.

8.   QUARTERLY (Q):   Runs once every three (3) months.

9.   SEMI-ANNUALLY (S/A):   Runs twice a year, every six (6) months.

10. ANNUALLY (A):   Runs once a year.

11. ON REQUEST (R):   Option is used whenever the DUE-IN day and time are unknown. These jobs will be keyed and processed on a time-available basis. The PSB will try to have processing completed within three (3) workdays of submission but PSB cannot guarantee this time frame.

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Appendix-C   SPECIAL PRINT FORMS

1.   NUMBER FOR SPECIAL FORMS

   1.1   Special print forms that are used in production jobs must have an
          ICSD-assigned form number. This form number must be assigned by
          the PSB.

   1.2   The Scheduling and Control Unit Supervisor has the official list of
          these special form numbers and should be called at 586-1887 to verify
          the form number before forms are ordered from a forms vendor.

   1.3   The ICSD-assigned form number must be on the shipping form for any
          forms that will be delivered directly to the warehouse.

   1.4   The ICSD-assigned form number must be stenciled on each box of
          forms delivered by the vendor. Stenciled form numbers must be at
          least two inches in height. (Mention to Reference Vendor's Contract
          Specifications)

2.   WAREHOUSE STORAGE OF SPECIAL FORMS

   2.1   A commercial warehouse is used to store all forms.

   2.2   All forms ordered from a forms vendor should be delivered directly to
          the storage vendor's warehouse.

   2.3   The name and address of the forms storage vendor is subject to
          change on an annual basis. This storage vendor is usually awarded
          an annual contract. Contact the PSB Control Clerk Supervisor for the
          Name, Address, and Telephone Number of the current forms storage
          vendor.

3.   TRANSFER OF FORMS FROM WAREHOUSE TO ICSD COMPUTER
      CENTER

   3.1   A one-week supply of forms should be kept at the ICSD Computer
          Center. The amount of this supply should be predetermined by the
          agency/project systems developer and the user based on the
          estimated weekly use per form type and approved by PSB.

3.2　Every Wednesday at 9:00 a.m., the PSB, Scheduling and Control Unit Supervisor will order forms from the warehouse to transfer forms from the warehouse to ICSD. If Wednesday is a holiday, the order will be placed on Tuesday.

3.3　The forms are sent from the warehouse to the ICSD Central Site computer center every Thursday morning. If Thursday is a holiday, the forms will be delivered on Friday.

3.4　If a production job will require more than the normal one-week supply of forms kept at the Central Site computer center, the requesting user (a project or systems developer) must notify a Scheduling and Control Unit Supervisor at least five (5) working days in advance of the forms order day so that a sufficient amount of forms can be transferred. (See 3.2 and 3.3)

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Appendix-D   PRODUCTION SCHEDULE SAMPLES

The application or user project manager must complete and send the "PRODUCTION SCHEDULE" SDM-1886 form to the PSB Operations Scheduler. The proposed production job schedule must be approved by the PSB Operations Scheduler.

The days and times on the "PRODUCTION SCHEDULE" SDM-1886 will be followed by PSB personnel to process production job.

Samples of completed "PRODUCTION SCHEDULE" SDM-1886 forms follow this page.

INSERT PRODUCTION SCHEDULE SAMPLE 1 HERE

INSERT PRODUCTION SCHEDULE SAMPLE 2 HERE

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Appendix-E   PRODUCTION JOB DOCUMENTATION PACKET SAMPLE

A sample of a Production Job Documentation packet and the recommended order of the forms in the packet follows. A packet must have the following elements:

FUNCTION	FORM
1. Checklist of forms	OPERATIONS DOCUMENTATION CHECKLIST, ICSD C-137
2. Schedule of events	PRODUCTION SCHEDULE, SDM-1886
3. Job instructions	JOB INSTRUCTIONS, SDM-1895
4. System flowchart	CHART OR TABLE FORM, SDM-101
5. Dataset retentions & dispositions	FILE RETENTIONS & DISPOSITIONS, SDM-1890
6. Rerun/Restart procedures	RERUN/RESTART PROCEDURES, SDM-1897
7. Production Job JCL Member	JCL MEMBER REQUEST, ICSD C-184
8. Control statement parameters	CONTROL STATEMENT LAYOUT, ICSD C-186 (when needed)
9. Setup production work request	WORK REQUEST SHEET, ICSD C-133
10. Special print alignment	Special Print Form Sample (for each non-standard paper output)
11. Addition comments or remarks	PROCEDURE NARRATIVE, ICSD C-112 (if applicable)

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Appendix-F   COPY OF PRODUCTION JOB DOCUMENTATION FORMS

A front and back copy of all forms referenced in this Production Job Documentation reference document follows. The forms are listed by ascending form number.

ICSD C-100, BATCH SUBMISSION SHEET

ICSD C-112, PROCEDURE NARRATIVE

ICSD C-133, WORK REQUEST SHEET

ICSD C-133-B, JOB STREAM PROCESSING REQUEST

ICSD C-137, OPERATIONS DOCUMENTATION CHECKLIST

ICSD C-144, OPERATIONS DOCUMENTATION STATUS

ICSD C-177-2, DELETE OR RELEASE PRODUCTION RESOURCES

ICSD C-184, JCL MEMBER REQUEST

ICSD C-186, CONTROL STATEMENT LAYOUT

ICSD C-191, TLMS PRODUCTION/TEST TAPE MEDIA REQUEST

ICSD C-192, GDG CHANGE REQUEST

ICSD T-140, REQUEST FOR CARRIAGE TAPE IMAGE LOADING

SDM-101, CHART OR TABLE FORM

SDM-1886, PRODUCTION SCHEDULE

SDM-1890, FILE RETENTIONS AND DISPOSITIONS

SDM-1895, JOB INSTRUCTIONS

SDM-1897, RERUN/RESTART PROCEDURES